



DRAFT

Minutes

Executive Evaluation and Governance Committee

Wednesday, January 17, 2007

1:30 – 3:30 p.m.

James River Conference Room

110 South Seventh St., Richmond, VA 23219

Members Present

Hiram Johnson
Kenneth Johnson
Jim McGuirk
Mary Guy Miller, Chair

Members Absent

None

Others Present

John Westrick, ITIB counsel

Call to Order

Dr. Miller, Chair, called the meeting of the Information Technology Investment Board Executive Evaluation and Governance Committee to order at 1:30 p.m., welcomed all and asked Ms. Ward to call the role. All members were present.

Approval of Minutes

Dr. Miller presented the minutes of the October 18, 2006 Executive Evaluation and Governance Committee meeting.

A motion was made by Mr. McGuirk and seconded by Mr. Hiram Johnson to approve the minutes as presented.

All voted in the affirmative.

VITA SWAM Program

Mr. Roberts briefed on the VITA SWAM Program stating it is on target for achieving VITA FY 07 SWAM Goals of \$30 million which is 20% of eligible spend for prime and subcontractors. Mr. Kenneth Johnson asked how many SWAM firms were receiving the NG spend. Ms. Beverly Coleman stated approximately 20 firms. Mr. Kenneth Johnson asked how many SWAM firms receive VITA spend and Ms. Coleman said she was uncertain as to the exact number as she had not yet pulled the quarterly data but approximately 20 firms as well. Mr. Lem Stewart stated that we could provide that information. Mr. Kenneth Johnson stated that a dollar goal was ok but the more important goal was the number of SWAM firms. Mr. McGuirk commented that providing spend to SWAM firms was

one thing but increasing the number of SWAM firms was more important just as Mr. Johnson had stated. Dr. Miller remarked that growing the number of SWAM firms over time was indeed the true objective and requested that, in the future, VITA report not only on the dollars of SWAM spend but also on the number of SWAM firms receiving the spend. Mr. Roberts agreed.

CIO – Objectives Status

Mr. Stewart briefed on the status of the 2006 – 2007 Year End CIO Objectives status noting of the 26 initiatives:

- 22 - green;
- 1 - yellow (Financials)
- 3 – red (Security plan – staffing, Wireless E-911 [Bath & Lee] & canceled Customer Survey).

Mr. Stewart discussed the movement to establish customer councils in each of the service areas. The Committee members discussed the use of the term advisory. Mr. Kenneth Johnson noted it is not optimal to focus on green as only a baseline and then on the areas not achieving the baseline. Dr. Miller stated yes, we had discussed this last year and such a measurement does not allow you to focus on the exceptional area. Mr. McGuirk stated yes that the Committee needed to see where the action was not only achieved but exceeded, a platinum achievement. Mr. Pomato suggested those exceptional areas be identified and colored blue for exceptional. Mr. Stewart stated he can do that and as an example, the employee transition strategy was achieved far beyond what was contemplated. Dr. Miller stated that would be most useful to the Committee.

Draft CIO Objectives (February, 2007 – January, 2008) & Governor's Management Scorecard

Mr. Stewart presented the draft CIO objectives for the coming year discussing the framework and weighting. The Committee discussed the draft objectives. Mr. McGuirk noted that Customer Satisfaction was a higher priority this year in the overall scheme of VITA and should be weighted more. He requested that the Customer Satisfaction strategy in Objective C be written with additional detail akin to the detail in the employee strategy. Mr. Kenneth Johnson suggested that the concepts of innovation should be included in the employee strategy. The Committee discussed the weights. Dr. Miller noted that the difficulty was that, in order to increase importance in one area, the importance of another area must be reduced yet all were important. After discussion, the Committee decided that Transformation and Information Security would be weighted 30%, Improving Customer, Employee and SWAM programs would be 25% and Maturing and Improving VITA financial and ITIM programs would be weighted 15%.

Mr. Stewart then briefed the Committee on the Governor's Management Scorecard grading system for which all agency heads are accountable. He noted that some areas overlapped with the CIO Objectives such as SWAM but that many did not.

Dr. Miller thanked Mr. Stewart for the insightful presentation. She then suggested the following motion: *I move that the Executive Evaluation and Governance Committee recommend that the ITIB approve the document entitled 'CIO Objectives February 1, 2007 to January 31, 2008' contingent upon the changes discussed being made and approved by the Committee Chair.* Mr. Johnson so moved and Mr. McGuirk seconded. All voted in the affirmative.

CIO Evaluation including closed session

Dr. Miller than made the following motion at 3:20:

I move that the Executive Evaluation and Governance Committee convene a closed meeting pursuant to the Code of Virginia §§ 2.2-3711(A) (1) for the purpose of discussing the performance

and compensation of the Chief Information Officer of the Commonwealth and pursuant to the Code of Virginia §§ 2.2-3711(A) (7), for the purpose of consulting with legal counsel regarding employee compensation rules. Counsel, Chief Internal Auditor and designated VITA staff should attend the closed meeting, as their attendance will aid our discussion.

Mr. Hiram Johnson seconded the motion. All voted in the affirmative.

CIO Compensation (Open Session)

At 3:32 Dr. Miller stated: The Executive Evaluation and Governance Committee is now reconvened in open session having completed a closed meeting. I will now conduct a roll call and will ask each member to certify, to the best of his or her knowledge, that only public business matters lawfully exempt from open meeting requirements under the Freedom of Information Act and only those public business matters identified in the motion convening the closed meeting were heard, discussed or considered in the closed meeting.

Mr. Hiram Johnson – Yes
Mr. McGuirk – Yes

Mr. Kenneth Johnson – Yes
Dr. Miller - Yes

Dr. Miller than recommended the following motion:

I move that, in accordance with the ITIB CIO Evaluation Policies and Procedures and based on the CIO's performance for the year ended January, 2007 the Executive Evaluation and Governance Committee recommend that the ITIB approve a five percent bonus for the CIO pursuant to Appropriations Act § 4-6.01.c.2.b.

Mr. McGuirk so moved and Mr. Hiram Johnson seconded the motion. All voted in the affirmative.

Other Business

None

Public Comment

None

Adjourn

There being no further business, the committee meeting adjourned at 3:35 p.m.